



RIO SALADO FINANCIAL ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and responsible professional financial analysis and administration duties related to the Rio Salado project; to provide complex staff assistance to the Economic Development Manager and to the Rio Salado Administrator; to functionally supervise other professional and administrative support staff.

Supervision Received and Exercised:

Receives general direction from the department manager or division director.

Exercises functional and technical supervision over other professional and administrative support staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Perform complex financial analysis and financial administration work related to the Rio Salado project involving economic models, financial projections, and tracking routines. Prepare, administer and control the Department's operating and capital improvement budgets.
- Develop and administer cost accounting procedures that relate expenditures to specific cost areas in Economic Development, Rio Salado Administration and Operations, the eight (8) CFD cost centers, and the Adopt-A-Tree donation fund.
- Supervise and perform extensive research for special projects related to the Rio Salado project (e.g. GPLET, property taxes, real estate issues, real property valuation and legislation).
- Create comprehensive financial reports related to the Rio Salado project funds, O&M costs, assessments/usage rates, and accounts receivable; prepare

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- comprehensive administrative, operational, and statistical reports or manuals; analyze these reports and records to determine trends or irregularities; supervise and prepare monthly, quarterly, and annual reports.
- Supervise and prepare, administer and monitor the assessments for the Rio Salado Community Facilities District; coordinate budgetary input from various departments throughout the City; prepare and mail assessments on a semi-annual basis; identify land transactions and parcel changes within the CFD; confer and coordinate with Bond counsel on CFD issues; prepare specialized CFD reports.
 - Monitor and administer activities in the Rio Salado Enterprise Fund District, including new developments, use tax and bed tax collections, and report on property taxes within the district.
 - Monitor and administer development and financial activities in the Rio Salado Commercial Enhancement Reuse District; provide an annual report to the Arizona Department of Revenue; coordinate with Engineering and identify qualified projects and certified contractors/vendors with the CERD.
 - Make presentations and answer financial questions from City Council, members of the assessment district, resident groups, and the general public; attend, facilitate and speak at conferences and workshops.
 - Functionally supervise other professional and administrative support staff members in the area of their financial, contractual, and/or cash handling duties.
 - Apply for, and administer new and existing grants.
 - Act as final point of contact for all bid specifications and purchasing activities within Rio Salado; make recommendation for bid award; approve and monitor requisitions for payments and purchases in the Department.
 - Administer contracts related to the Rio Salado project.
 - Act as media relations liaison for Rio Salado financial issues.
 - Participate in the Department's short and long-term planning; recommend and implement goals and objectives for special programs, projects and systems; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
 - Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; advise on disciplinary issues.
 - Perform related duties as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible professional administrative or program management experience in a public agency, of which three years must have included significant financial analysis and control. Some supervisory experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, real estate, public administration, business administration or a related field. A Master's degree is highly desirable.

Licenses/Certifications:

None.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0389

Salary Range: 40

FLSA: Exempt